



AmeriCorps Project Conserve 2020 – 2021 Service Description



AmeriCorps Position Title: Trails Coordinator
Host Site: Polk County Parks & Recreation

Service Term: September 1, 2020 – July 31, 2021

Supervisor Name: Laura Baird
Supervisor Title: Interim Director
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Host Site Mission Statement:

To provide and maintain optimal recreational opportunities for citizens of Polk County through its parks, facilities and programs.

Summary of Position:

The member will coordinate a countywide partnership with a goal to build and maintain an interconnected trail system, recruit and train volunteers to accomplish trail goals including trail maintenance and construction workdays, trail and river cleanups. The member will reach out to the public and trail partners via social media, websites and e-news. The member will lead 1-2 hikes/month for the middle school hiking club.

Qualifications – Knowledge, Skills, and Abilities:

- Organized
- Works independently
- Experience working with volunteers and groups
- Experience with Microsoft Office products and utilizing social media
- Adaptable
- Able to lift up to 50 pounds and perform other manual labor
- Willing to work outdoors for extended periods
- Strong communication skills
- Leader
- Eligible applicants must be at least 18 years of age, be a citizen, national, or lawful permanent resident alien of the United States, and consent to a criminal history check.

Preferred Service Hours / Weekly Schedule:

8-5 M-F with some nights and weekends

Position Responsibilities and Duties

At-Risk Ecosystem Impacts: 100%

- Assist in maintaining a robust countywide trails committee and maintain strong relationships with various trail owners and managers.
- Maintain online database of trails including current descriptions and maps.
- Assist with updates and printing of countywide trail map.
- Recruit and train volunteers to maintain trails and be trail bosses.
- Maintain trails maintenance database to document work completed and organize and prioritize needed maintenance.
- Organize regular trail maintenance workdays, maintain inventory of trail tools and coordinate with other organizations for tool sharing.
- Scout new trail opportunities and create development plans
- Maintain and publish a calendar of outdoor events.
- Create and publish monthly e-news for trails and outdoor events.
- Lead 1-2 hikes/month for the middle school hiking club.

PLEASE NOTE: In addition to fulfilling host site service responsibilities, all Project Conserve members are required to fully participate in team trainings, service projects and statewide AmeriCorps events. Project Conserve team events will occur approximately twice per month in locations throughout the service area and may require up to three overnight stays.

Essential Functions

Equipment / Software Used: Microsoft Office products, e-mail, ArcGIS, Google Earth

Physical Demands: Moderate to strenuous demands due to trail maintenance and construction work.

Transportation Needs: Must have own vehicle

Setting/Location of Service Activities: Polk County, NC

- Using computer software and online programs for conservation-based education and outreach initiatives, including social networking, written articles and press releases
- Leading, coordinating, and interacting with diverse individuals in field-based and office settings (ex. landowners, students, low-income residents, partner organizations).
- Developing and implementing educational programs and events for groups (presentations, workshops, educational hikes and outings, etc).
- Training, supporting, coordinating, and recognizing volunteers for conservation-based volunteer opportunities.
- Using mapping software and other computer programs to create quality reports, management plans, maps, and/or analysis, based on field data